



## **PLANT OPERATIONS AND MAINTENANCE TRAINEE**

### **Purpose:**

To actively support and uphold the City's stated mission and values. This is the entry level class in a flex series for the skill based pay Plant Operator and Plant Mechanic classifications. This class is distinguished from the skill-based pay Plant Operator or Plant Mechanic by the performance of more routine tasks and duties assigned to positions within the other two areas. Within Plant Operations, the Trainee will learn and assist in monitoring plant functions through reading computer displays, and working with maintenance staff in performing minor maintenance of plant equipment. Within Plant Maintenance, the Trainee will learn and assist in the performance of a variety of semi-skilled maintenance and repair activities in support of water and wastewater system facilities and equipment. This is the training classification in a flex series, and as such, the department may reclassify the employee to one of the higher level classes in the flex series once the employee is off probation, meets the minimum qualifications, and is performing the work of the higher level classification.

### **Supervision Received and Exercised:**

Receives close supervision from a plant team leader or other supervisory staff.

Receives guidance and training from other staff members on the team.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

#### **Plant Operations**

- Assist in monitoring plant functions by reading gauges, graphs, meters and control panels, and by performing and evaluating chemical tests; changing plant operations to adjust to changing processing needs, adjusting pumps, flow valves and feeder systems.
- Assist in making hourly rounds of the plant performing a variety of duties pertaining to water and/or wastewater treatment and plant maintenance; observing variations in operating conditions and monitoring plant functions by interpreting computer information (i.e. SCADA), meter, gauge, graph, and control panel readings and test results to determine processing requirements.

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- Assist in collecting liquid samples and performing a variety of laboratory tests; documenting results and taking appropriate actions; entering data into a computer and compiling readings and test results into hourly, daily and monthly reports.
- Assist in operating valves, gates, pumps, motors and generators in controlling treatment processes.
- Assist in calculating flow rates and calibrating valves and feeder systems.
- Perform related duties as assigned.

### **Plant Maintenance**

- Assist in the maintenance and repair of water or wastewater, pumps, feeder systems; maintain booster stations; adjust flow gates, check valves, clean basins, motors, and air lines; install bearings in shafts and motors.
- Assist in maintenance of pumping stations; maintain and repair pumps; replace bearings, valves, seals and sleeves, and repack pumps.
- Assist in performing regularly scheduled preventive maintenance work on plant and pumping station equipment; maintain comprehensive logs of all maintenance work done on equipment.
- Assist in the design and/or modification of existing equipment and systems as needed; prepare reports and sketches of installations or changes.
- Assist in repairing chlorination/UV systems and metering equipment.
- Assist in repairing air compressors.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One year of plant or field experience in treatment, distribution, or maintenance for a water utility.

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**Training:**

Equivalent to completion of the twelfth grade.

**Licenses/Certifications:**

Possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

Possession of Grade I certification in water treatment or wastewater treatment, or Grade I certifications in collection and distribution (as appropriate to the assignment) issued by the State of Arizona.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 8246**

**Salary Range: 17**

**FLSA: Non-Exempt**